



Minority/Women's Business Enterprise
SUPPLIER DIVERSITY PLAN
Fiscal Year 2010-2011

Mission Statement

Skagit Valley College is committed to maximizing opportunities for minority business enterprises and women's business enterprises in contracting opportunities with us.

Skagit Valley College will undertake genuine outreach and inclusion activities to maximize practical opportunities for minority business enterprises ("MBE") and women's business enterprises ("WBE").

Responsible Officer

The Vice-President of Administrative Services shall direct and manage the implementation of this plan. The Vice-President of Administrative Services delegates implementation, monitoring and reporting under the plan to the college controller.

Strategies for Outreach

1. The Purchasing Department shall post our contracting opportunities as "open" classification (available to all potential suppliers and contractors) in the Washington Electronic Business Solution ("WEBS") program developed and administered by the State of Washington, Department of General Administration, and via other public communications as deemed applicable to the request. The distribution of announcements and opportunities to participate shall be distributed to all registered vendors for the appropriate commodity. When such steps fail to identify certified MBE and certified WBE organizations, the Purchasing Department will check additional website.
2. While processing quotes that are not posted on WEBS, the Purchasing Department will use the OMWBE website, to insure that OMWBE vendors are considered.
3. The Purchasing Department will draft and publish its Request for Quotations and Request for Proposals in such a manner as to encourage successful completion by and minority owned and small businesses. While the college will continue to aggregate items to achieve economies of scale, and the lowest possible commodity price. Such efforts will be reviewed to determine whether they may be awarded in contract size to small businesses without additional cost to the college.

4. The Purchasing Department will participate in vendor outreach programs such as the annual training conferences sponsored by the Department of General Administration, the Regional Contracting Forum sponsored by the OMWBE, and events arranged by the Economic Development Association of Skagit County.
5. The Purchasing Manager will work with staff who manage procurements for Capital Projects to assure that OMWBE information is considered.

Staff Training

1. The Purchasing Manager will annually train departmental employees with responsibility for procurement and contracting regarding the appropriate implementation measures for each of the outreach strategies.
2. The Purchasing Manager will annually advise and coordinate with the Accounts Payable fiscal technicians regarding the appropriate sub-object classifications for disbursements that are reported through the Center for Information Services to the State Board for Community & Technical Colleges to OMWBE.
3. The Purchasing Manager will provide training to procurement card holders, and authorized direct buy purchasers (those purchases less than \$3,500 before sales tax and freight costs) regarding the opportunities for buying from certified MBE and WBE suppliers.

Goals and Objectives

Annual Goals-process

Skagit Valley College will do the following in order to set realistic and attainable goals:

1. Collect historical data by type of procurement: direct buy, bid, and capital projects.
2. Compile data and create a baseline.
3. Determine availability of M/WBE for college purchases.
4. Determine realistic annual goals based on baseline results and available M/WBE suppliers.

Annual Goals

Skagit valley College's annual fiscal year goals will be determined after the goal setting process is complete. After the initial fiscal year goal is set, goals established for subsequent fiscal years shall take into consideration the number of M/WBE firms available, (name of college) success rate at meeting its previous goals, and whether there is an opportunity to encourage additional M/WBE firms to participate, particularly in areas of historical under-representation by M/WBE firms.

Record Keeping and Reporting

Records related to the college's Supplier Diversity Strategic Initiative, will include copies of contracts, awards, PO's and Procurement card records. Records will be kept in the college's Business Office.

Accuracy in reporting expenditures to OMWBE will be the responsibility of the Purchasing Department, under the supervision of Administrative Services. Accounts Payable staff will be trained on the accurate use of sub-objects for OMWBE, and records will be reviewed by the Controller. Reports will be provided to OMWBE on behalf of CTC by Center for Information Services.

2nd Tier Contracting and Reporting

Skagit Valley College will identify method used to monitor expenditures with prime contractor to identify all work performed by subcontractors.

Dispute Resolution

Resolution of disputes regarding the use of OMWBE certified vendors will be the responsibility of the Purchasing Manager. Complaints will be investigated and findings reported to the Vice-President of Administrative Services. The Vice-President for Administrative Services will be responsible for the final disposition of the complaint.

Review and Assessment

The Purchasing Manager will review all competitive procurement, procedures, contract language and forms to ensure that they follow Supplier Diversity Strategic Initiative guidelines.

The Supplier Diversity Strategic Initiative will be reviewed and updated annually to reflect our on-going efforts to promote supplier diversity.